



# Setting Up Your Email Account

## 1. WHAT IS EMAIL?

Email is an electronic message sent from one device to another. With email you can send and receive personal and business related messages with attachments such as photos and documents.

Just as a letter makes stops at different postal stations along the way to its final destination, email passes from one computer, known as a mail server, to another as it travels over the Internet. Once it arrives at the destination mail server, it's stored in an electronic mailbox until the recipient retrieves it. This entire process takes seconds! [www.learnthenet.com](http://www.learnthenet.com)

**2. HOW TO GET FREE EMAIL** Even if you do not own a computer, you can send and receive email using the library's computers. There are hundreds of free Email services on the Internet. Here's some of the most popular ones: **Windows Live Hotmail**      **Yahoo**      **Gmail**      **AIM**

To receive and send emails, you need to sign up for an email address.

All email addresses follow this format: (username)@(email provider) Example: tom.davidson@hotmail.com

## 3. Signing Up with **Windows Live Hotmail**

Open your Internet Browser.

Click the address bar and type hotmail.com

Click **Sign Up** next to **Don't Have a Windows Live ID?**

Enter your personal information.

Choose a User Name and Password.

## 4. Tips for Choosing a Username

Your username must be unique. No two people can share the same one.

Use your full name so it's easy for recipients to recognize your emails.

You can use letters and numbers but no spaces. An underscore symbol can be used instead of a space (john\_smith@hotmail.com).



## 5. Tips for Choosing a Password

Choose a password that is at least 6 characters.

Do not use personal information.

Mix different character types. Use some uppercase letters along with lowercase, numbers, and symbols such as ! or #.

## 6. Logged into Your Account

Once you have successfully registered, you will see a screen that greets you with your name on the upper right hand corner. You can now check your Inbox and compose emails.

## Signing into Your **Hotmail** Account

Open your browser, then click on the address bar and type in **hotmail.com**.

Type in your **Windows Live ID** (email address) and password and click on **Sign In**.

## Reading Email

You will see your name on the upper right corner of the screen.

Your **Inbox** contains messages sent to you. The unread messages will be in bold and show a yellow envelope.

To read a message, click on the **Subject** title. After you read a message, you can reply to it by clicking on the **Reply** button; when you do this you will see a screen that already has the sender's email address in the **To:** box.

You can forward the message to a different person by selecting a message and clicking on the **Forward** button. Type in the full email address for where you want it to go in the **To:** box.

You can click on the **Delete** button to move the message from the **Inbox** to the **Trash** folder. All your folders



## Sending Email

Click on the **New** button.

Type the email address of the person to whom you are sending a message in the **To:** box.

**CC:** stands for **Carbon Copy**. Anyone listed in the **CC:** field of a message receives a copy of that message when you send it. All other recipients of that message can see that the person you designated as a **CC:** recipient received a copy of the message.

**BCC:** stands for **Blind Carbon Copy**. This is similar to **CC:**, except that **BCC:** recipients are invisible to all the other recipients of the message.

You should always include a subject in the **Subject** box. The large box below is where you type your message.

Click on **Send**. Notice that you can also click **Save As Draft**.

When you are finished reading your email, be sure to click on **Sign Out**.

## Adding Attachments

You can add attachments when composing an email.



1. Click **Attachments** (on the Attachments tab next to the paper clip) above the Compose window.
2. You'll recognize your computer's usual file-locating window. Find the file you'd like to attach and select it.
3. Click **Open** or **OK**.
4. You'll see the file name appear above your below your **Subject** line.

If you decide not to include an attachment, click the **X** beside the name of the attached file.